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State of New Mexico

Procurement & Business Services

Purchasing Section

One Civic Plaza, NW, 10th Floor

Albuquerque, New Mexico 87102

Office: (505) 468-7013 Fax: (505) 468-7067

www.bernco.gov/purchasing/

Date: March 20, 2016

Attn: All Prospective Bidders

From: Jacqueline Little, Buyer

Subj: Request for Bids (RFB)# 0027-16-JL

Test and Balance Services

The Bernalillo County Purchasing Department, on behalf of the County's Public Works Facilities Department is requesting bids for Test and Balance Services.

A mandatory pre-bid conference will be held Thursday March 24, 2016 at 10:30 a.m. local time at Public Works Division, 2400 Broadway SE, Building A, Conference Room A, Albuquerque, New Mexico, 87102. **Attendance at the mandatory pre-bid is a prerequisite for bid submittal.**

Pertinent RFB documents can be downloaded through the Purchasing website, at no cost, firms must be registered to download the RFB document. If not registered, interested parties may register at, <http://www.bernco.gov/finance/vendor-registration.aspx>. Questions regarding the bid submittal process or to request a hard copy of the document, at \$.50 cents per page, contact the Buyer, Jacqueline Little at (505) 468-7388 (phone), or by e-mail jlittle@bernco.gov.

Sealed bids must be received no later than 2:00 p.m., local time, Tuesday, April 5, 2016.

Sealed bids must be addressed to the Purchasing Department, One Civic Plaza NW, 10th Floor, Room 10010, Albuquerque, NM 87102. The Purchasing Department will date and time stamp the sealed envelope upon receipt. Delivery of bids is the sole responsibility of the bidder. A public opening and reading of bids received will begin immediately following the 2:00 p.m. deadline.

The last day for questions is 3:00 pm local time Tuesday, March 29, 2016.

xc: RFB File #0027-16-JL

